



# Human Resources Newsletter

## February 2003 News

### What's New, What's Hot

- DOTD's Spring Engineering and Information Technology Career Fairs will be held starting this month. The schedule is provided below:

Date	University
Tuesday, February 4	Louisiana State University
Wednesday, February 5	Southern University
Thursday, February 13	La Tech University
Friday, February 14	University of Lafayette
Wednesday, February 26	McNeese State University
Tuesday, March 11	University of New Orleans

- Mandatory EEO meetings must be held with all employees prior to May 30, 2003. Agenda and outline for meeting are being provided to each district/section head.
- The Human Resources Reference Guide is now available on the HR Website. This is an excellent reference tool containing an alphabetized listing of a wide range of topics/subjects which also includes relative PPM(s) & other helpful sources, including appropriate contacts.
- HQ HR is also continuing to add HR-related forms to download from our site. We expect to soon have available the Microsoft Word version of the PPR form. [We welcome any recommendations for items that you would like to see added to our Website; please submit your recommendations to Ranzy Montet at [rmontet@dotd.state.la.us](mailto:rmontet@dotd.state.la.us) or contact him at (225) 379-1293.]
- The State has entered into a new drug/alcohol testing contract with One Source Toxicology Laboratory, Inc. which becomes effective 2/1/03; this replaces the previous vendor SECON (Refer to Civil Service General Circular # 1520 for details.). More to follow from HQ HR!
- Statewide training on the new Employment Reference/Eligibility Checks procedures is complete; new PPM # 60 to be distributed shortly.



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### Special Events

- February 5 – C.S. Commission Hearing
- February 13 – New Employee Orientation for HQ, B.R.
- February 14 – Valentine's Day ... "Don't Forget".
- February 19 – SCHR Meeting ( 8 am – noon )

### HR Unit Updates

#### Compensation Unit

- Listed below are the SCHR Dates for 2003 :

2003 SCHR DATES AND REQUEST SUBMISSION DEADLINES		
SCHR Meeting		Request Submission Deadline
January 15	-----	December 31
February 19	-----	January 31
March 19	-----	February 28
April 16	-----	March 31
May 21	-----	April 30
June 18	-----	June 2
July 16	-----	June 30
August 20	-----	July 31
September 17	-----	September 2
October 15	-----	September 30
November 19	-----	October 31
December 17	-----	December 1



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### **HR Unit Updates ( continued )**

#### **Personnel Management Unit**

•In response to numerous questions on where to locate DOTD's revised PPR forms, we're letting you know that here's where they may be found:

- VM (61, H, PP)
- DOTD's Intranet & Internet websites as downloadable in Excel.
- Central Warehouse stock item: (Skilled Craft/Service Maintenance PPR Form # 03-16-7110 and PPR Form for all other employees #03-16-7100)
- Lotus Notes Human Resources Application.